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TO : Director of Training

DATE: 9 November 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 35  
2 - 8 November 1965

Nothing additional to report.



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Attachment: Reports

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS.   
 DECLASSIFIED  
CLASS. CHANGED TO: TS S C 202  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 26-1-82 REVIEWER: m6199

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 8 November 1965

FROM : Chief, Orientation and Briefing Faculty

SUBJECT: Weekly Activities Report No. 35  
1 - 5 November 1965

## 1. Intelligence Review

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Intelligence Review (11) continued throughout the week with increasing enthusiasm on the part of the students. New speakers who were well received included [redacted] of the Collection Guidance Staff, [redacted] [redacted] of the CIA Operations Center, and IPF's [redacted] on "Contributions of non-USIB Agencies in Intelligence."

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Fine presentations were also given by, among others, the Executive Director-Comptroller and by the Deputy Directors for Intelligence and for Science and Technology. The spokesmen for the intelligence production offices, including Sherman Kent, seemed pleased by the length of time allotted them for individual presentations and by our decision to abandon the production panel because of the difficulties usually attending its organization and coordination. Small panels on overt collection [redacted] were successful. The large inter-agency panel on counter-insurgency chaired by [redacted] was the best ever, although we encountered some audio problems in Room 1A-13.

Student seminar groups began preliminary organization and selection of topics they will discuss in the final days of the course.

The DCI's presentation on 10 November at 1400 has been confirmed by his office.

## 2. Intelligence Orientation

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[redacted] has lined up all speakers for Intelligence Orientation #80 which begins 22 November. The present enrollment stands at 42, and we will be hard pressed to squeeze this many people into Room 501. We are negotiating with Registrar for a larger classroom.

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3. Orientation for Overseas

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Eighteen students, including Agency personnel and their dependents, attended the Orientation for Overseas Course presented by [redacted] on 2 and 3 November at Headquarters.

4. Long-term Schedule

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Chief, OBF met with [redacted] last week to plan our long-term schedule for the entire calendar year 1966. As it now stands, this tentative schedule calls for five IO courses, four CT courses, and two IR courses. However, with increasing enrollments it may be necessary to add one or two more IO courses.

5. Special Lectures and Briefings

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a. On 1 November at Headquarters, [redacted] conducted the Introduction to Intelligence for 28 new Agency employees.

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b. On 1 November at the Department of State, Mr. [redacted] briefed some 85 Foreign Service personnel headed for overseas assignments, emphasizing (at State's request) [redacted]

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B [redacted] Miss Nancy Hudson, who headed the course, was grateful for the Agency's cooperation and speakers' willingness to emphasize the points she had requested. Mrs. Betty Lou Neuhart, who will succeed Miss Hudson about Monday, 22 November 1965, attended the briefing.

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c. [redacted] lectured on the "Role of Visual Aids in Oral Briefing Situations" in the Effective Speaking Course at NPIC on 1 November. 14 NPIC supervisors attended.

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f. [redacted] presented a special version of CIA  
Introduction to 30 new Commo employees at [redacted] on  
4 November.

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6. Personnel Note

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We are glad to welcome [redacted] to the  
Orientation and Briefing Faculty. She will be assist-  
ing [redacted] in her increasing clerical and adminis-  
trative responsibilities. Edith has shown an unusual  
amount of interest and initiative during this first  
week with us.

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# Memorandum

TO : Chief, Intelligence School

DATE: 8 November 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 35  
1 November - 5 November 1965

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1. On 2 November [redacted] led a graduate seminar at the School of International Service of American University. The seminar under [redacted] consists of some eight students who are studying on an unclassified basis the intelligence analyst and his role in production. This particular seminar discussed the practical difficulties of the analyst, such as handling a stream of traffic and writing production articles under deadlines. The fifty-minute hour proved to be too short, and the class ran overtime in order to accommodate extra questions.

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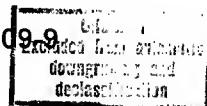
2. The Strategic Vulnerability Problem is becoming the big-effort exercise marking the end of the second week of the ITC. The problem requires teamwork on the part of the members of each section, and a certain amount of competition arises among sections. One section posted the following on its door: "Notice. No debate wanted. We don't want to be confused by the facts." Not a high goal; just a practical one.

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3. The IPC Seminar on Methods and Problems of Repositories sounds dull but is not. The one held on 3 November by Mr. [redacted] sparked competitive interest by the representatives of the various participating registers and stirred the CT's to make intelligent and interesting reports on their explorations of the registers. The most successful report in terms of humor was one on the Agency's resources in the field of pidgin. According to the student, the Agency has certain resources in this field, and in the past these resources have been called upon.

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4. [redacted] lectured on the contribution of the non-USIB agencies to CIA and the Intelligence Community to the Intelligence Review on Thursday. The information included in this talk is being expanded in the revision of Volume I of our text, which will give a detailed description of the Intelligence Community and of those elements outside the Community which can make a major contribution to intelligence. After the talk five people requested copies of the Intelligence Research Facilities and Techniques text.

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5. On 4-5 Nov, the IPC class visited the MRA and ERA of the Office of Research and Reports. The MRA program consisted of a briefing by the Acting Chief of MRA, [redacted] discussion with a panel of MRA Branch Chiefs and/or senior analysts; and selected visits to MRA Branches by part of the CT class. [redacted] briefing was particularly interesting to the CT's because he used a very current NIE contribution to illustrate the responsibilities and nature of the work of individual branches in MRA. Both [redacted] and the panel members emphasized to the CT's that MRA is less concerned that analysts have formal training in particular disciplines, including economics, than that they be "interested in problem solving." Heavy emphasis is placed on learning by doing.

The CT's paired up for the program in ERA -- each team of two CT's interviewed one of the nine ERA experts who volunteered to receive them. ERA emphasis was on various substantive problems of interest at the present; the inter-relationship of ERA's work to that of other CIA (And USIB) components; and on the training needed to be an analyst in ERA.

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# Memorandum

TO : Chief/Intelligence School

DATE: 8 November 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 35  
1 - 5 November 1965

## SUPPORT SERVICES CT COURSE

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The Career Trainees in the Support Services Course were given the Managerial Grid during the period 31 October - 5 November at [redacted]. The Management Training Faculty had some misgivings as to how the Grid would be received by this group but need not have inasmuch as the week's program was received enthusiastically. [This group of students made better scores and had more interaction than the senior officers' groups.] The class was unanimous in recommending that all CT's should have the Grid Program. We asked [redacted]

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[redacted] to join us on Thursday, 4 November, as a form of insurance against unexpected mishaps; however, we could have gotten along perfectly well without him, and we do not believe that we shall need consultants in the future except for the senior seminars. A full report is being prepared for dissemination.

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[redacted] spent 3 November observing the class. He was also briefed by [redacted] officials on the facilities and functions of that installation.

## OFFICE OF FINANCE PILOT PROJECT

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Material has been sent to those who will be participating in the Grid Seminar at [redacted] on 18-22 November. We shall run this program ourselves without consultants. We hope to get the rest of Phase II underway immediately after the conclusion of this weekend.

## HONOR AND MERIT AWARDS BOARD

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[redacted] recently called me to find out if I would be agreeable to being the DDS representative on the

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Honor and Merit Awards Board. I have been an alternate for a number of years. I told him I did not welcome this nomination because I felt that the member should be super-grade and that the DDS representative should have more access to Mr. Bannerman than I. I told him, however, that I appreciated the honor. I have not yet heard the outcome of this situation.



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UNITED STATES GOVERNMENT

# Memorandum **SECRET**

TO : Chief, Intelligence School

DATE: 5 November 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 35  
1 - 5 November 1965

1. Number in Clerical Induction Training: During the week of 25 - 29 October 1965, there were 45 trainees in Clerical Induction Training; of these 17 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 25 - 29 October 1965, there were 23 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 25 - 29 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	21	1
Shorthand	8	2

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 25 - 29 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	26	
Typewriting	13	3
Shorthand	4	2
Card Punch Operator		
Aptitude Test	0	

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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1 - 5 November 1965

5. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on 1 and 2 November 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	7	2
Shorthand	15	0

6. Plans for Clerical Training Space: On 4 November 1965, [redacted] met with the OTR Executive Officer and [redacted] of the Office of Logistics. They discussed the furniture needs for the space which will be occupied by the Clerical Training Faculty in the Ames Building.

7. Personnel on Leave: On 1, 2, and 3 November 1965, Mrs. [redacted] of this Faculty was on annual leave.

[redacted]  
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